

# Natural Hazards Mitigation Data Portal

Project Charter  
October 2021

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This document captures the initial high-level scope and resource commitments, helps set the vision for the project and identifies what needs to be accomplished. In addition, the charter establishes a partnership between the performing and requesting organization. Approval of the charter officially commits senior management to the project, authorizes the start of project work and empowers the project manager to apply resources to project activities.

## General Project Information

<b>Title/Name</b>		<b>Project Manager/Coordinator</b>		<b>Document Version #</b>
Natural Hazards Mitigation Data Portal		Kathy Costello		.04
<b>Executive Sponsor</b>	<b>Business Sponsor/ Service Owner</b>	<b>Date Created</b>	<b>Last Updated</b>	
Sue Langen	Joanne Markert	05/04/21	09/29/21	
<b>Project Description</b>				
This project will provide a common platform for hosting existing state geospatial data from target agencies on natural hazard <sup>1</sup> risks to assist with hazard mapping and analysis.				
<b>Project Category</b>				
<input checked="" type="checkbox"/> New Development (develop a product from scratch) <input checked="" type="checkbox"/> Enhancement (add functionality to existing product) <input type="checkbox"/> Maintenance (sustain existing application or environment) <input type="checkbox"/> Other (describe) Click here to enter text.				

## Background

Why are we doing this project? Include in your background - 1) short description of problem statement (specific issues to address); 2) current state; 3) key business drivers and 4) impacts of not doing this project.

Currently, there is no secure platform for hosting sensitive geospatial data on natural hazards risks. The lack of sensitive data organized in standard and compatible formats results in organizations maintaining their own set of data. This creates redundant processes to manage the data in the various organizations and also leads to inconsistencies in the data and how it is reported. This project will improve hazards mitigation analysis and decisions by using consistent authoritative data.

State, local and higher-education organizations would like to share category 2 or 3 geospatial data on natural hazards mitigation data with each other. Legislation has identified \$724,000 in funding to create a common platform for geospatial data to support state hazard risks and resilience mapping and analysis.

If this project is not completed the government organizations who rely on natural hazards mitigation data will continue to have redundant data sets and processes which increases the overall cost to the state to collect and manage the data. The proviso has established an expectation for the data platform to be available by June 30, 2023.

## Vision

A secure common platform will provide sensitive (category 2 and 3) natural hazard mitigation data in standardized and compatible formats for use by the organizations and protect sensitive data needed for risk analyses.

<sup>1</sup> Natural hazards are defined as environmental phenomena that have the potential to impact societies and the human environment. Hazard mitigation is any sustainable action that reduces or eliminates long-term risk to people and property from natural hazards and future disasters.

## Objectives

**Objective 1:** Establish a reusable framework, methods and processes on future state priorities that require data sharing across agencies.

**Objective 2:** Implement a secure common platform for organizations to share natural hazards mitigation data.

**Objective 3:** Identify, categorize and publish standardized data.

**Objective 4:** Establish data management and governance.

**Objective 5:** Deliver the reports identified in the legislative proviso.

NOTE: objectives are further defined in the [Investment Plan](#) and the Project Management Plan, which will be developed during the planning phase of the project.

## Scope

**Scope: Document what will be included in the project and what is out of scope of the project.**

<b>In Scope</b>	<p>The following tasks, work products, and deliverables are in scope for the project:</p> <ul style="list-style-type: none"> <li>• Build the common platform.</li> <li>• Organize data and standardize in compatible formats, including temporal data.</li> <li>• Collect requirements from stakeholders for natural hazard mitigation data.</li> <li>• Identify and categorize data and the security access required for data.</li> <li>• Resolve differences in data between agencies providing data.</li> <li>• Provide a secure method to authenticate users and grant access to the data.</li> <li>• Develop data sharing agreement template.</li> <li>• Develop the reports identified in the legislative proviso.</li> <li>• Develop user materials to publish the data correctly.</li> <li>• Utilize organizational change management principles and practices to bring agencies along and successful adopt the changes introduced by the project.</li> <li>• Create an operational support model for the GIS Program to provide ongoing support after implementation of the data portal.</li> <li>• Procure a vendor resource to provide technical expertise and complete technical tasks in the software solution.</li> <li>• Purchase additional hardware to support the new data portal.</li> <li>• Procure a quality assurance vendor to provide QA support throughout the project.</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>• Conducting data analysis on the new natural hazards mitigation data is not within scope of the project. This will be done by the organizations sharing the data using their analysis processes and tools.</li> <li>• Agencies not identified in the legislation are out of scope for the project. Data sets identified during the requirements phase, which require engaging with government organizations not listed in the proviso, will be reviewed, prioritized and a determination will be made based on the scope, schedule and budget.</li> <li>• Data outside of hazards is out of scope.</li> <li>• Data that is non-geospatial is out of scope.</li> </ul>

<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• OCIO ITPA</li> <li>• Stakeholder register</li> <li>• Project Charter and Project Management Plan</li> <li>• Project WBS and schedule</li> <li>• Project Budget</li> <li>• Major deliverables required by the gated funding process and project oversight are within the scope of this project including but not limited to Investment Plan and Technology Budget.</li> <li>• QA deliverables as identified in the vendor Statement of Work and as required by the OCIO, including but not limited to Readiness Assessment, QA Plan, QA Project Close Report (or Post-Implementation Report)</li> <li>• Requirements Management Plan</li> <li>• Functional and Technical Requirements Document</li> <li>• As Built Data Documentation</li> <li>• Appropriate data sharing agreements are in place</li> <li>• Security Design Review</li> <li>• Prototyping of Requirements</li> <li>• Maintenance and Operations processes and procedures</li> <li>• End User Materials (such as user guides, quick reference sheets, etc.)</li> <li>• Legislative Progress Report(s) as identified in the budget proviso</li> <li>• Organization Change Management Plan</li> <li>• Test Plan</li> <li>• Implementation Plan</li> <li>• Readiness Checklist</li> <li>• Lessons Learned session</li> <li>• Project Close Report</li> </ul>
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## Summary Milestone Schedule

The schedule below is a summary of milestones based on what is known at the time of charter development. The schedule will become progressively more detailed as information is discovered in each phase of the project. The schedule is highly dependent on the availability of resources to perform project tasks.

Phase/Milestone/Deliverable	Target Dates
Project Start	07/01/21
Concept Briefing	07/01/21
Obtain QA vendor	09/07/21
Procure technical hardware, software, SME	09/15/21
Approve Charter	09/23/21
Complete QA Readiness Assessment Report	10/05/21

Phase/Milestone/Deliverable	Target Dates
Approve Investment Plan	10/20/21
Approve technology budget	08/25/21
Complete Requirements Mgmt Plan	11/19/21
Complete security design review	12/07/21
Complete Org Change Mgmt plan	12/30/21
Complete readiness checklist	01/26/22
Complete Round 1 Requirements – Gathering, Analysis, Design	02/18/22
Complete Test Plan	03/16/22
Complete Round 1 prototyping and technical infrastructure review	04/04/22
Complete Round 2 Requirements – Refinement and Prototyping	06/28/22
Define User Groups/Secure Access set up	07/13/22
Complete Round 3 Requirements – Finalization & Prototyping	09/20/22
Build common platform	11/01/22
Complete Implementation Plan	11/21/22
Develop data sharing agreement	12/02/22
Publish Legislative Report – Progress Report	12/07/22
Execute Data Sharing Agreements with partner organizations	02/01/23
Complete M&O processes/procedures	03/06/23
Assess readiness/accept solution	03/13/23
End user training materials	03/16/23
Go-Live	03/07/23
Stabilization Window	03/07/23 – 05/30/23
Publish Legislative Report – Final Report	06/01/23
Project End	06/30/23
Project Closure Complete	06/30/23

## Risks

Risks are measured by Probability and Severity and on a scale of Low, Medium and High (L/M/H). Risks will be managed using the Issues and Risks log and mitigation strategy details will be further defined during the project planning phase.

Risk ID #	Risk Description	Probability (L/M/H)	Severity (L/M/H)	Risk Mitigation Strategy
1.	Resource availability – project work vs. operations work	H	M	<p>The business sponsor and PM recognize key resources may be required to support operational work during the project lifecycle. As a result, the following mitigation strategies have been adopted:</p> <p>Mitigation Strategy 1: Key activities which could be impacted by resource constraints have a planned contingency timeframe in the schedule. Realistic durations have been set for activities where key resources are required to support project work and operations work.</p> <p>Mitigation Strategy 2: Prioritization of operations workload will be managed by the GIS Program Manager and adjustments to</p>

Risk ID #	Risk Description	Probability (L/M/H)	Severity (L/M/H)	Risk Mitigation Strategy
				workload can be made to accommodate workload constraints as the come up.
2.	Steering Committee Formation (unable to get volunteers)	L	H	Mitigation Strategy 1: If agencies in the proviso do not offer participants, recruit additional members through personal contacts
3.	Steering Committee members are not committed to the project	L	M	Mitigation Strategy 1: Find replacement members Mitigation Strategy 2: Confirm SC meetings are engaging and focused on issues important to the members. Reach out to SC members to identify any roadblocks to their commitment and work to resolve barriers and re-engage with the member(s).
4.	Security Groups are not able to be implemented easily	L	H	This project will provide for data sharing of category 2 data. An outcome of the project will be the establishing of security groups to control access to data and permissions to view certain data sets. Mitigation Strategy 1: The project team will work with the organization(s) to refine requirements and explore alternatives. Mitigation Strategy 2: The project has the ability to increase assistance from Esri on technical help when it is required, to assist with problem solving and solutioning an outcome to meet the security requirement. Mitigation Strategy 3: The project will reach out to agencies who are already doing this very well and tap into the knowledge and experiences to solve the problem.
5.	Security concerns regarding publishing of data to the portal	M	H	This project will include category 2 data and must meet the current security standards. If the project is unable to meet all security standards the following mitigation strategies will be implemented: Mitigation Strategy 1: Explore all options for sharing data, adjusting the workflow and examine authentication procedures. Mitigation Strategy 2: Increase assistance from Esri on technical help and/or reach out to technical SME's with the relevant knowledge and experience to assist with solutions. Mitigation Strategy 3: there are agencies who are doing this very well and we will tap into those resources and knowledge to solve the problem.
6.	Loss of key project resources during the project lifecycle	M	H	It is not uncommon to experience some turnover of resources in a project of this length. The project recognizes the risk this may pose to the project and have identified the following mitigation strategies: Mitigation Strategy 1: Ensure project is well documented and there is adequate sharing of information among resources in the OCIO GIS Program. OCIO GIS resources would step in to fill the gap while recruiting for replacement resource.



Risk ID #	Risk Description	Probability (L/M/H)	Severity (L/M/H)	Risk Mitigation Strategy
				Mitigation Strategy 2: Utilize Esri to help bridge the resource gap until a new resource is brought up to speed.

## Communications

This section provides information as to how the project manager will:

- Provide bi-weekly status of the effort to the team and the sponsor.
- Report weekly progress at the agency portfolio reporting meetings.
- Report monthly progress at the project steering committee.
- Provide monthly status reports to the OCIO IT Project Dashboard.

Details on the communications for stakeholders will be documented in the Stakeholder Engagement and Communications Plan deliverable and will be completed during the planning phase of the project.

**Weekly Status Report:** The project manager will meet weekly with the project team and sponsors to provide a status report on the project. The weekly meeting will identify the accomplishments for the past week, what is scheduled for the current week and next week. Additionally, issues and risks will be covered as appropriate. The weekly status report will be posted to the Teams Channel, WaTech-Natural Hazards Mitigation Data Portal in the [Schedules and Status Report](#) folder.

**Monthly Status Report to OCIO IT Project Dashboard and Steering Committee:** The weekly status report format will also serve as the template for reporting on project progress each month on the [OCIO IT Project Dashboard](#). The project manager will incorporate updates from the previous month's weekly status reports, into a single monthly status report. The PM will also report out at the project steering committee meetings using the monthly status report.

**Agency Portfolio Reporting:** The PM will update the "[quad chart](#)" for the project on a weekly basis. Updates are made by close of business Tuesday and reported on at the appropriate Wednesday project portfolio report meeting.

Ad hoc meetings will be scheduled as they are identified/needed.

## Summary Budget Estimates

Summary budget estimates are based on current knowledge of project details. Detailed costs are outlined in the project technology budget. The approved technology budget for this project is available on [the state's IT Project Dashboard](#).

The following dollars have been approved by the legislation for this project. A detailed budget will be developed and managed according to the gated funding processes and procedures.

Fiscal Year	Approved Amount
2022	\$381,000
2023	\$343,000

## Assumptions

Describe the assumptions which are contingent to successfully completing the project within the estimated timeframe. Document risks to the project from inaccuracy, instability, inconsistency or incompleteness of assumptions.

1. Agencies would share the data they have; get to the data they need and complete their analysis and planning.
2. Will need to figure out the process agencies will follow for sharing data from one agency to another.
3. Assuming the private cloud will meet the needs of the project with the existing GIS software.



4. Credentialing and approving people involved in credentials will require additional time/work to assist with the complexity of the security. (Will contract for additional expertise to support this effort.)
5. Assuming project will need an RFP to procure QA resource. Validate early to determine process and timelines.

## Constraints

Describe the constraints that may impose limitations on project activities or that may impact timing and delivery of the solution. Constraints may include scope, quality, schedule, budget, resources and risks.

1. Finish date of June 30, 2023 is firm.
2. December 1, 2022 progress report to the relevant legislative committees.
3. Final report is due June 1, 2023.
4. Total dollar amount funded for this project is firm and fixed by legislature.
5. Security design review dates will be set firm at specific points in the project.

## Dependencies

List any/all projects, systems or infrastructure that may be related to or impacted by this project effort.

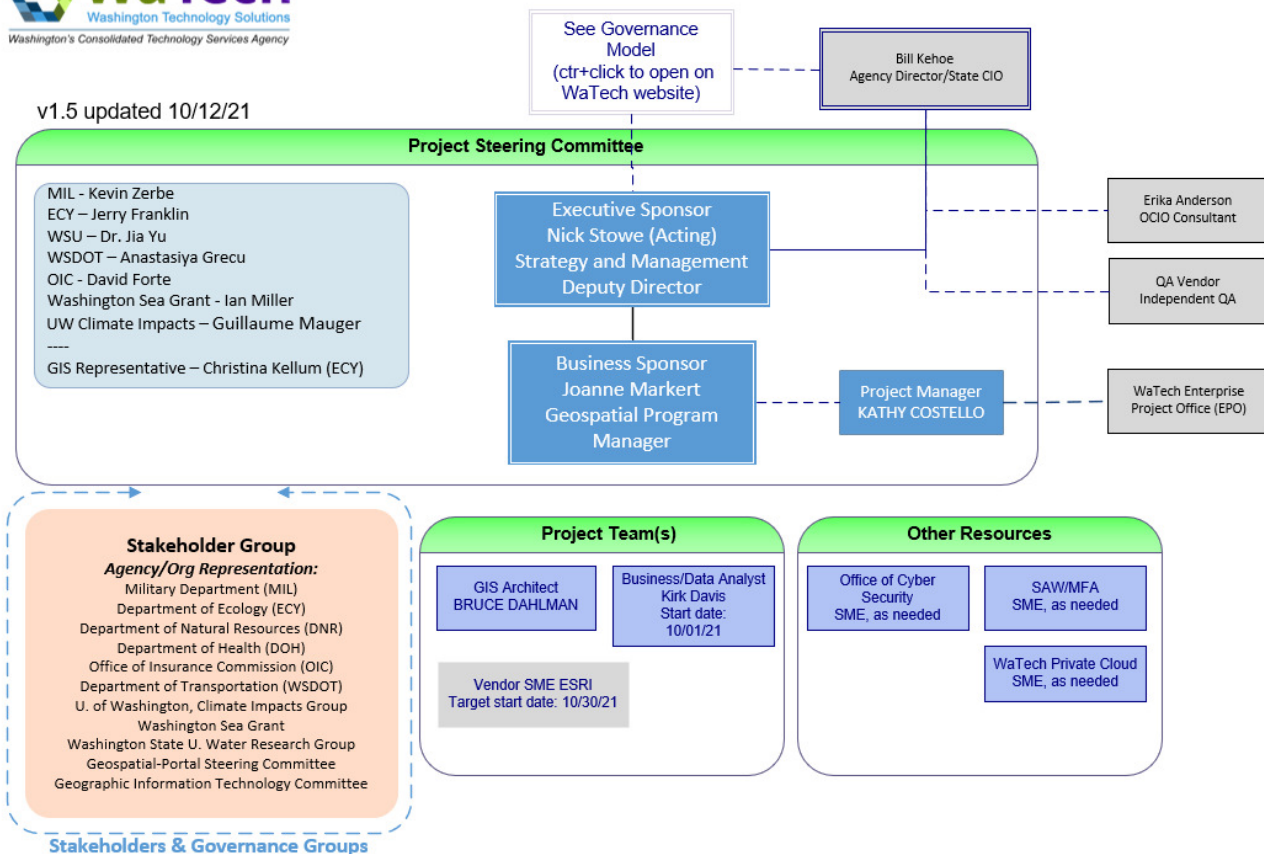
Name (Project, system, infrastructure)	How it is related to/impacted by this project
N/A	

## Project Organization

This section contains the team members and the organization for the project.



### OCIO GIS Natural Hazards Data Portal Project Organization



## Team Members/Composition

Team Role	Estimated # of FTE(s)	Resource Name (s)	Estimated Number of Hours	Estimated Date Range
Project Sponsor	-	Nick Stowe (Acting)	2-3 hrs/week	July 2021 – June 2023
Service/Business Owner	.30	Joanne Markert	12 hrs/week	July 2021 – June 2023
Project Manager/Coordinator	.30	Kathy Costello	12 hrs/week	July 2021 – June 2023
Business Analysis (BA)	.5	Kirk Davis	20/week	October 2021 – June 2023
Data Analysis, testing, documentation	.5	Kirk Davis (or Joanne)	20/week	October 2021 – June 2023
Infrastructure SME (GIS architect, technical)	.25	Bruce Dahlman	10 hrs/week	July 2021 – June 2023
Vendor Technical SME	-	Esri	2 hrs/week	October 2021 – Feb 2022
Organization Change Management (OCM) support and facilitation for the project	-	Joanne Markert	5 hrs/month	July 2021 – June 2023
Agency SME's	-	Various, depending on the data	as needed	as needed

## Project Governance

This project will utilize existing committee's and workgroups to establish a formal project governance structure and processes. This governance process will be documented in the Project Management Plan (PMP) deliverable which will be completed during the planning phase of the project.

## Roles & Responsibilities

The roles and responsibilities have been identified in a RACI Matrix, attached as **Appendix A** to this charter.

## Approval

Signature below indicates approval to proceed with the above describe actions and resources for this project.

Role	Resource Name	Signature	Date
Executive Sponsor	Sue Langen	Email approval with updates	10/05/2021, 9:10 AM
Business Sponsor/Service Owner	Joanne Markert	<i>Joanne Markert</i>	10/04/2021
Project Manager	Kathy Costello	<i>Kathy Costello</i>	10/04/2021
Steering Committee Member	Kevin Zerbe (MIL)	Email approval with updates	10/12/21, 7:12 AM
Steering Committee Member	Jerry Franklin (ECY)	Email approval with updates	10/05/2021, 1:36 PM
Steering Committee Member	Dr. Jia Yu (WSU)	Email approval with updates	09/29/21, 9:06 PM
Steering Committee Member	Anastasiya Grecu (WSDOT)	Email approval with updates	10/05/21, 9:49 AM
Steering Committee Member	Guillaume Mauger (UW Climate Impacts)	Email approval with updates	09/30/21, 11:22 AM
Steering Committee Member	David Forte (OIC)	Email approval with updates	10/06/21, 7:30 AM
Steering Committee Member	Christina Kellum (ECY)	Email approval with updates	10/05/2021, 2:14 PM
Steering Committee Member	Ian Miller (Washington Sea Grant)	Email approval with updates	10/04/21, 1:30 PM

## Appendix A – RACI Matrix

### RACI Matrix - Natural Hazards Mitigation Data Portal Project

R – Responsible. Those who do the work to achieve the task. May delegate others.

A – Accountable. One who is ultimately answerable for the correct and thorough completion of the work, signs off on completion of work.

C – Consulted. Active participants that are in the loop and whose opinions are sought - there is two-way communication.

I - Those who are kept up to date on progress - there is only one-way communication.

Responsibility	Executive Sponsor	Steering Committee	Business Sponsor	Project Manager	Project Team Members	Mitigation Advisory Group (SMEs)	Stakeholder Groups (GIS, GIT)
Champions the project and its priority within the agency	A	C	R	R	C	C	I
Provides executive leadership and guidance for the project	A	C	R				
Provides strategic advice and direction	A	C	R				
Approves charter - scope, schedule, budget	A	A	C	R	I		
Acts as point of escalation for project risks, issues and decisions	A	C	A	R	C	C	I
Approves key deliverables	A	A	R	R			
Approves and ensures availability of resources	A	C	R	R			
Approves changes to scope, schedule and budget	A	C	R	R			
Works through barriers and challenges encountered in order to meet project goals	C	A	A	R	C	C	I
Oversees adherence to project scope, schedule and budget and suggests course corrections	C	A	A	R	C	C	I
Provides guidance to the project team and workgroups	C	C	A	R	I	I	I
Escalates issues and decisions to the appropriate sponsor(s) and Steering Committee, as appropriate	C	C	A	R	C	I	I
Creates project management plans	C		C	A, R	C		
Schedules and facilitates meetings			C	A, R			
Manages day to day project activities and monitors the work plan to ensure assigned tasks stay on schedule			C	A, R	C	C	
Monitors the quality, timely completion of deliverables	C	I	C	A, R			
Coordinates the review and approval of deliverables			C	A, R	C		
Creates and distributes status reports				A, R			

Responsibility	Executive Sponsor	Steering Committee	Business Sponsor	Project Manager	Project Team Members	Mitigation Advisory Group (SMEs)	Stakeholder Groups (GIS, GIT)
Creates assigned deliverables				A, R			
Provides subject matter expertise			A	A	R	R	
Completes tasks assigned in the work plan			A	A	R	R	
Reports progress on assigned tasks			C	A	R	R	
Escalates issues and decisions to the Project Manager and business sponsor (product owner), as needed			A	A	R		
Reviews deliverables	R	R	R	A	R	R	I
Provides subject matter expertise	C	C	A	A	R	R	I